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Australian Primary
Principals Association

2012 Joint APPA NZPF Trans-Tasman Conference

18-21 September 2012
Melbourne, VIC Australia

2012

NEW ZEALAND PRINCIPALS' FEDERATION Annual Meeting



NEW ZEALAND
PRINCIPALS' FEDERATION
Ngā Tumuaki O Aotearoa



Thursday, 20 September 2012

4:30 pm

Melbourne Convention Exhibition Centre

www.aomevents.com/APPANZPF2012

NEW ZEALAND PRINCIPALS' FEDERATION

ANNUAL MEETING 2012

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MISSION STATEMENT

*To provide a professional voice and support for principals
as they lead New Zealand schools*



VISION

*The most respected and influential advocate for
New Zealand's school principals*

NEW ZEALAND PRINCIPALS' FEDERATION

NATIONAL EXECUTIVE 2012

President	Paul Drummond	Tahunanui	Nelson
Past President	Peter Simpson	Christchurch	Canterbury
Vice President	Philip Harding	Christchurch	Canterbury
National Secretary	Julie Hepburn	Levin	Horowhenua
Financial Convener	David Ellery	Howick	Auckland
Executive	Gavin Beere	Manurewa	Auckland
	Kevin Bush	Papakura	Auckland
	Ernie Buutveld	Havelock	Marlborough
	Marlene Campbell	Invercargill	Southland
	Whetu Cormick	Dunedin	Otago
	Sally Direen	Dunedin	Otago
	Keri Milne-Ihimaera	Moerewa	Northland
	Phil Palfrey	Manurewa	Auckland
	Denise Torrey	Christchurch	Canterbury
	Peter Witana	Kawakawa	Northland
Kaumatuā	Tauri Morgan		

LIFE MEMBERS

Tom Brown MBE	1987
Ian Payne	1988
Don Le Prou (dec)	1989
Con Coffey	1990
Ken Morris	1990
John Boyens	1994
Ross Whimp	1994
Jean Packman	1996
David Stewart	2001
John Cunningham	2001
Dick Connolly (dec)	2002
Tauri Morgan	2004
Marilyn Yeoman	2005
Lester Flockton	2005
Gavin Price	2009
Russell Young	2009

ASSOCIATES OF NZPF

John Fleming	1999
Marilyn Yeoman	1999
Nola Hambleton	2001
Peter Whatt	2003
Ian Fox	2004
Geoff Lovegrove	2004
Gavin Price	2004
Russell Young	2005
Jenny Earle	2005
Laurie Thew	2005
Madeleine East	2007
Kelvin Squire	2007
Pat Newman	2009
Judy Hanna	2009

SERVICE WITH DISTINCTION

Ken Morris	1989	John Cunningham	1996
Joan Scanlan	1990	Alan Upston	1996
Alan Bond	1990	Brian Davidson	2007
John Cornish	1990	Alan Straker	2007
Carl Olivercrona	1991	Harvey Porteous	2007
Grahame Smith	1993	Murray Burton	2008
Colin McCormack	1993	Bruce Robertson	2010
Kelvin Bennett	1993		
Peter De'Ath	1994		
Lorraine Nikora	1994		
Christine Gardiner	1995		

PAST PRESIDENTS

Tom Brown MBE	1982-1984
Don Le Prou	1984-1987
Con Coffey	1987-1989
John Boyens	1989-1991
Jean Packman	1991-1993
John Fleming	1993-1995
Marilyn Yeoman	1995-1997
Nola Hambleton	1997-1999
Geoff Lovegrove	1999-2001
Jenny Earle	2001-2003
Kelvin Squire	2003-2004
Pat Newman	2005-2006
Judy Hanna	2007
Paddy Ford	2008
Ernie Buutveld	2009-2010
Peter Simpson	2011

SECRETARIES

Grahame Smith	1982-1984
Colin McCormack	1984-1987
Bevyn Gibson	1987-1989
John Fleming	1989-1991
Marilyn Yeoman	1991-1993
Dave Winefield	1993-1995
Judy Hanna	1996-2004
Colleen Gray	2005-2009
Paul Drummond	2010
Julie Hepburn	2011-

TREASURERS

Ross Agnew	1982-1985
Monty Morrison	1985-1986
Russell Young	1986-2002
Geoff Lovegrove	2002-2008
David Ellery	2008-

EXECUTIVE MEMBERS 1982 - 2012

Ron McDonald	1982-1983	Judy Hanna	1994-2008
David Peterson	1982-1983	Peter Whatt	1994-2000
Bruce Adin	1982-1984	Jenny Earle	1995-2004
Jack Archibald	1982-1984	Alistair Kay	1995-1996
Jock Spence	1982-1985	Pat Newman	1995-2007
Grahame Smith	1982-1986	<i>(Membership Registrar 97-04)</i>	
<i>(Membership Registrar 84-86)</i>		Colleen Murray/Gray	1996-2009
Ross Agnew	1982-1987	Gavin Price	1996-2004
<i>(Treasurer 82-85)</i>		Bruce Robertson	1996-1998
Ian Payne	1982-1987	Iain Taylor	1996-1997
Tom Brown	1982-1988	Martin Bate	1997-1999
Don Le Prou	1982-1989	<i>(Editor 98-99)</i>	
Joan Scanlan	1982-1989	Liz Sissons	1997-2000
Ross Whimp	1982-1993	Kelvin Squire	1997-2006
<i>(Membership Registrar 86-93)</i>		Madeleine East	1998-2006
Sister M Monaghan]	1983-1984	Marion Fitchett	1999-2007
Sister Anne Warren]		<i>(Editor 99-07)</i>	
Ken Morris	1983-1989	Barry Hambleton	1999-2009
<i>(Editor 84-89)</i>		Paddy Ford	2000-2009
Monty Morrison	1984-1986	Julie Hepburn	2000-2003
<i>(Treasurer 85-86)</i>		Peter Simpson	2000-
Colin McCormack	1984-1987	Peter Gunn	2001-2002
John Newman	1984-1987	Ernie Buutveld	2002-
Kelvin Bennett	1984-1992	<i>(Membership Registrar 05-07)</i>	
June Scott	1985-1986	Linda Woon	2002-2005
Peter Corrigan	1985-1988	Liz Millar	2003-2011
John Cornish	1985-1990	Mark Ellis	2005-2006
Russell Young	1985-2002	Julie Hepburn	2005-
<i>(Treasurer 86-2002)</i>		Jacqui Duncan	2006-2010
Con Coffey	1985-1990	Paul Drummond	2007-
Robin Clegg	1986-1987	David Ellery	2007-
Hettie Tapsell	1986-1989	<i>(Treasurer 08-)</i>	
Alan Bond	1987-1990	Peter Witana	2007-
Jean Packman	1987-1995	Sally Direen	2008-
Christine Gardiner	1987-1992	Phil Palfrey	2008-
John Boyens	1987-1993	Philip Harding	2009-
John Cunningham	1987-1996	Gavin Beere	2010-
Carl Olivercrona	1987-1990	Kevin Bush	2010-
Robin Penman	1989-1990	Wayne Facer	2010-2010
Dick Connolly	1989-2000	Marlene Campbell	2011-
Tony Draaijer	1989-1996	Keri-Milne Ihimaera	2011-
<i>(Membership Registrar 94-96)</i>		Whetu Cormick	2011-
John Fleming	1989-1997	Denise Torrey	2012-
Bevyn Gibson	1989-1991		
Geoff Lovegrove	1989-2010		
<i>(Editor 89-97,08-10) (Tres 02-08)</i>			
Marilyn Yeoman	1990-1999		
Renetta Dennis	1991-1994		
Nola Hambleton	1991-2001		
Dave Winefield	1991-1995		
Tony Rzoska	1992-1995		
Muriwai Jones	1993-1994		
Tauri Morgan	1993-1997		
Pererika Twist	1993-1995		

NEW ZEALAND PRINCIPALS' FEDERATION

BUSINESS PARTNERS

GOLD



Furnware
PO Box 1
Hastings 4156
Phone: 06 879 9170
www.furnware.co.nz



**Konica Minolta Business Solutions
New Zealand Limited**
Private Bag 92 635
Symonds Street
Auckland 1150
Phone: 09 356 6000
www.konicaminolta.co.nz



PhotoLife Studios Limited
PO Box 97-399
Manukau
Auckland 2241
Phone: 09 262 1040
www.photolife.co.nz



Programmed Property Services
PO Box 12742
Penrose
Auckland 1642
Phone: 09 571 0610
www.programmed.co.nz



Scholastic New Zealand Limited
Private Bag 94407
Botany
Manukau 2163
Phone: 09 274 8112
www.scholastic.co.nz

SILVER



ALSCO
PO Box 74450
Greenlane
Auckland 1546
Phone: 09 524 3222
www.alsco.co.nz



Education Services Ltd
PO Box 46
New Plymouth 4340
Phone: 06 757 5489
www.educationservices.co.nz



Lundia Shelving Limited
PO Box 14216
Panmure
Auckland 1741
Phone: 09 528 5304
www.lundia.co.nz



Safe Kids in Daily Supervision Ltd
PO Box 259262
Botany
Auckland 2163
Phone: 09 576 6602
www.skids.co.nz



Telecom
PO Box 293
Wellington 6140
Phone: 04 498 9369
www.telecom.co.nz

BRONZE



ASB Bank Limited

PO Box 35
Shortland Street
Auckland 1140
Phone: 0800 803 804
www.asb.co.nz



CallPlus Services Limited

PO Box 108-109
Symonds Street
Auckland 1150
Phone: 0800 89 2 225
www.callplus.co.nz



Crest Commercial Cleaning Ltd

PO Box 740
Dunedin 9054
Phone: 0800 273 780
www.crestclean.co.nz



Literacy Planet

PO Box 147077
Ponsonby
Auckland 1144
Phone: 09 912 8151
www.literacyplanet.com



Maths Buddy

PO Box 741
Masterton 5810
Phone: 06 377 3744
www.mathsbuddy.co.nz



MUSAC

Massey University
Private Bag 11222
Palmerston North 4442
Phone: 0800 600 159
www.musac.co.nz



Norrcom Ltd

PO Box 2129
Raumati Beach
Paraparaumu 5255
Phone: 04 905 6940
www.norrcom.com



OfficeMax New Zealand Limited

PO Box 5024
Wellesley Street
Auckland 1141
Phone: 09 279 7628
www.officemax.co.nz



Postie Plus Group Limited

PO Box 4525
Christchurch 8140
Phone: 03 339 5700
www.schooltex.co.nz



Sitech Systems NZ Ltd

PO Box 5551
Frankton
Hamilton 3242
Phone: 07 846 0060
www.sitech.co.nz



Smokefree Schools

PO Box 2142
Wellington 6140
Phone: 04 472 5777
www.smokefreeschools.org.nz



Video Pro NZ Ltd

PO Box 19051
Wellington 6149
Phone: 0800 PRESENTATION
www.videopro.co.nz

NEW ZEALAND PRINCIPALS' FEDERATION

AGENDA FOR 31st ANNUAL MEETING

Thursday, 20 September 2012 at 4:30 pm
Melbourne Convention Exhibition Centre, Melbourne

Karakia

Tauri Morgan

Identification of Members

Acknowledgement of life members attending
Welcome to overseas visitors and new members

Apologies

Confirmation of Standing Orders

Adoption of Agenda

Minutes of 30th Annual Meeting

Corrections to Minutes
Matters arising

Correspondence

Matters arising

President's Report

Paul Drummond

Membership Statistics

Ernie Buutveld

Financial Report and Statement of Accounts

David Ellery

Appointment of Auditor

General Business

Next Annual Meeting

Thursday, 11 July 2013
Claudelands Convention Centre, Hamilton

Poroporoaki

Tauri Morgan



NEW ZEALAND PRINCIPALS' FEDERATION (INCORPORATED)

STANDING ORDERS

1 GENERAL

1.1 INTERPRETATION

1.1.1 In these Standing Orders unless inconsistent with the context:

FEDERATION means for the purposes of these Standing Orders, the New Zealand Principals' Federation (Incorporated), or any Committee or Sub Committee thereof, and includes the National Executive.

NATIONAL PRESIDENT means the National President of the Federation and includes any person acting as the Chairperson of any Committee or Subcommittee of the National Executive.

NATIONAL SECRETARY means the National Secretary of the Federation and includes for the purposes of these Standing Orders any employee authorised by the National Executive for similar purposes.

COMMITTEE includes in relation to the National Executive:

- (a) a Committee comprising all of the members of the National Executive; and
- (b) a Standing Committee or special Committee appointed by the National Executive; and
- (c) any Subcommittee of a Committee described in paragraph (a) or paragraph (b) of this definition.

IN COMMITTEE: The Federation may, by resolution of the members present and voting, decide to consider any matter or matters confidentially. During the course of such a session, information placed before the meeting shall be classed as "In Committee" and shall not be made available to the Press, members generally not attending the meeting, or in the form of minuted materials.

MEETING means any annual, general, ordinary, special or emergency meeting of the Federation; and any meeting of any Committee or Standing Committee or special Committee or Subcommittee of the National Executive.

MINUTES means the minutes or any other record or the proceedings of any such meeting of the Federation and/or its Committees.

1.2 APPLICATION OF STANDING ORDERS

1.2.1 These Standing Orders shall, so far as applicable, extend to the proceedings of all Federation meetings and all Committees of the National Executive.

1.2.2 All members of the Federation shall abide by these Standing Orders.

1.3 NATIONAL PRESIDENT'S RULING FINAL

1.3.1 The National President shall decide all questions where these Standing Orders make no provision or insufficient provision.

1.3.2 The National President's Ruling shall be final in all respects and not open to debate.

1.4 ALTERATION OF STANDING ORDERS

1.4.1 After the adoption of the first Standing Orders, amendment of the Standing Orders shall require in every case a vote of three quarters of the members present and voting at an Annual General Meeting.

1.5 APPOINTMENT OF COMMITTEES

1.5.1 National Executive may appoint such Standing Committees and special Committees as it considers appropriate.

1.5.2 A Committee may not appoint Subcommittees unless so empowered by the National Executive.

1.5.3 Every Committee shall be subject in all things to the control of the National Executive.

1.6 POWERS OF DELEGATION

1.6.1 National Executive may delegate to any Committee any of its functions, powers or duties.

1.7 PROCEEDINGS NOT INVALIDATED BY VACANCIES AND IRREGULARITIES

1.7.1 No act or proceedings of the Federation or of any person acting as a member of the Federation shall be invalidated in consequence of there being any vacancy in the membership of the Federation or National Executive at the time of the act or proceeding, or the subsequent discovery that there was some defect in the election or appointment of any person so acting.

1.8 GENERAL PROVISIONS FOR MEETINGS

1.8.1 The Federation shall hold such meetings as are necessary for the purposes for which it was established.

1.9 ORDINARY MEETINGS

1.9.1 The Federation shall hold ordinary meetings as such times and such places as it from time to time appoints, and in accordance with the Constitution of the Federation.

1.10 SPECIAL AND EMERGENCY MEETINGS

1.10.1 The Federation may hold special meetings in accordance with its Constitution.

1.11 NOTICES TO MEMBERS OF MEETINGS

1.11.1 The National Secretary shall give the notice required to members of the time and place appointed for holding each ordinary meeting and any special meetings.

1.12 CHANGES TO COMMITTEE

1.12.1 The National Executive may at any time discharge, alter, continue or reconstitute any Committee.

1.12.2 Every Committee shall, unless sooner discharged by the National Executive be deemed to be discharged at the next following Annual General Meeting of members.

1.13 NATIONAL PRESIDENT OF FEDERATION AN EX-OFFICIO MEMBER

1.13.1 The National President of the Federation shall be an ex-officio member of every Committee of the National Executive.

2 MEETINGS

2.1 NATIONAL PRESIDENT TO PRESIDE AT MEETINGS

2.1.1 The National President of the Federation shall preside at every meeting in which he or she is present. Alternates are acceptable as set out in Section 15 (c) of the Constitution of the Federation.

2.1.2 The National Executive may appoint a member of any Committee to be the Chairperson of the Committee.

2.1.3 The Chairperson of a Committee shall preside at every meeting of the Committee at which he or she is present.

2.1.4 Any Committee may from time to time appoint a Deputy Chairperson to act in the absence of the Chairperson.

2.1.5 If there is no Deputy Chairperson, the members present shall appoint one of their number to preside at the meeting in the absence of the Chairperson.

2.2 ORDER OF BUSINESS

2.2.1 The National Executive shall adopt an order of business which shall normally apply and may vary it from time to time.

2.3 AGENDA

2.3.1 The National Secretary shall prepare for each meeting an agenda setting forth the items of business to be brought before the meeting so far as it is known.

2.3.2 The first four items on the agenda for an ordinary meeting of the National Executive shall be:

(a) Apologies for absences

- (b) Adoption of the Agenda for the Meeting - General Business to be raised should be notified at this stage
- (c) Confirmation of Minutes
- (d) Business arising out of the Minutes

2.4 CHAIRPERSON'S REPORT

2.4.1 The National President shall have the right to direct the attention of the National Executive by report to any matter or subject within the role or function of the National Executive.

2.5 EXTRAORDINARY BUSINESS AT ORDINARY MEETINGS

2.5.1 Only business on the agenda shall be transacted at any meeting unless the National President determines additional business to be extraordinary or urgent. Such additional business shall have arisen since the opportunities listed under "Adoption of the Agenda" Section 2.3.2 (b) above. (The National President's decision in this regard shall be final and not open to debate.)

2.6 PRECEDENCE OF BUSINESS

2.6.1 Notwithstanding anything to the contrary contained in these Standing Orders, and after the confirmation of the minutes of the previous meeting, the National President may accord precedence to any business set down on the agenda for consideration.

2.7 TIME LIMIT AT MEETINGS

2.7.1 Unless pursuant to a resolution of the National Executive, no meeting of the Federation shall sit beyond 10.30 pm.

2.8 LEAVE OF ABSENCE AND APOLOGIES

2.8.1 The National President shall invite apologies at the beginning of each meeting and these shall be recorded in the minutes.

2.9 MINUTES OF MEETINGS

2.9.1 The National Secretary shall keep the minutes of meetings. The minutes shall record the apologies of those not attending each meeting, and every resolution, order, or other proceeding of the meeting (identified by a unique code number).

2.9.2 The minutes and proceedings of every meeting shall be circulated to members and considered at the next ordinary meeting succeeding, and if approved by the meeting, or when amended as directed by that meeting shall be signed by the Chairperson of such succeeding meeting.

2.9.3 No discussion shall arise on the substance of the minutes at the succeeding meeting except as to their correctness.

2.10 MINUTE BOOKS

2.10.1 The minute books of the Federation shall be kept by the National Secretary and shall be open to inspection.

2.10.2 The National President and the National Secretary shall be responsible for confirming the correctness of the minutes of the last meeting of a National Executive prior to the next election or appointment of members.

2.11 PROCEDURAL MOTIONS TO TERMINATE OR ADJOURN DEBATE

2.11.1 Any member who has not spoken during debate on any matter may move one of the following procedural motions to terminate or to adjourn debate, but not so as to interrupt a member speaking:

(a) That the motion now under debate be now put (*a closure motion*)

OR (b) That the meeting move directly to next business, superseding the item under discussion.

OR (c) That the item of business being discussed be referred to (or referred back to) the relevant Committee of the National Executive.

2.11.2 Procedural motions to terminate or adjourn debate shall take precedence over other business (other than points of order), and shall, if seconded, be put to the vote immediately without discussion or debate.

2.11.3 All procedural motions to terminate or adjourn debate shall be determined by a majority of those members present and voting. If lost, a further procedural motion to terminate or adjourn debate may not be moved by any other member within a quarter of an hour thereafter.

2.11.4 Notwithstanding order 2.11.6 a closure motion shall be put if there is no further speaker in the debate.

2.11.5 When an amendment to a motion is under debate, a closure motion relates to the amendment and not to the motion.

2.11.6 If a closure motion is carried, the mover of the motion then under debate is entitled to the right of reply, and the motion or amendment under debate shall then be put.

2.11.7 Business referred back to a specified Committee shall be considered at the next ordinary meeting of that Committee.

2.12 NOTICES OF MOTION

2.12.1 Notices of motion shall be in writing signed by the mover, stating the meeting at which it is proposed that the notice of motion be considered, and shall be delivered to the National Secretary as prescribed by the Constitution.

2.12.2 No notice of motion shall proceed in the absence of the mover.

2.12.3 A notice of motion may only be altered by the mover with the consent of the meeting.

2.12.4 Notices of motion not moved on being called by the chair shall lapse.

2.12.5 Any notice of motion referring to any matter ordinarily dealt with by a Committee of the National Executive may be referred by the National Secretary to that Committee.

2.13 REPEAT NOTICES OF MOTION

2.13.1 When a motion which is the subject of a notice of motion has been considered and rejected by the Federation, no similar notice of motion which, in the opinion of the Chairperson, is substantially the same in purport and effect shall be accepted within six months.

2.13.2 Where a notice has been considered and agreed by the Federation, no notice of any other motion which is, in the opinion of the Chairperson, to the same effect shall be put again while the original motion stands.

2.14 MOTIONS

2.14.1 All types of motions and amendments moved in debate (including notices of motion) must be seconded, and thereupon the Chairperson shall state the matter raised and propose it for discussion.

2.14.2 Motions must be stated to require a positive action of the Federation, National Executive or Committee(s).

2.14.3 The Chairperson may require the mover of any motion or amendment to submit the motion or amendment in writing signed by the mover.

2.14.4 A motion or amendment may only state one action required of the Federation.

2.15 AMENDMENTS

2.15.1 When a motion has been seconded and proposed by the Chairperson for discussion, an amendment may be moved and seconded by any members who have not yet spoken to the motion.

2.15.2 Amendments which are proposed but not seconded shall not be in order nor entered in the minutes.

2.15.3 Every proposed amendment must be relevant to the motion under discussion and not be in similar terms to an amendment which has been lost.

2.15.4 No amendment which amounts to a direct negative shall be allowed which, if carried, would have the same effect as negating the motion.

2.15.5 No further amendment shall be allowed until the first amendment is disposed of, although members may give notice to the chair of their intention (foreshadowing) to move further amendments and the nature of their content.

2.15.6 Where an amendment is carried, the motion as amended becomes the substantive motion, and any member, other than previous movers or seconders in debate, may then propose a further amendment.

2.16 RULES OF DEBATE

2.16.1 The person in the chair shall be addressed courteously with the choice of mode of address being as determined by the Chairperson.

2.16.2 Any member may second a motion or amendment without speaking to it, reserving the right to speak later in the debate.

- 2.16.3 In speaking to any motion or amendment, members shall confine their remarks strictly to the motion or amendment.
- 2.16.4 If three speakers have spoken consecutively in support, or in opposition to any motion, the Chairperson may call for a speaker to the contrary. If there is none, the Chairperson will put the question without further debate.
- 2.16.5 Members may not speak more than once to a motion.
- 2.16.6 Members may request the Chairperson to restate the motion for their information at any time during the debate.
- 2.16.7 The mover of an original motion shall have a right of reply.
- 2.16.8 Members may speak to any matter before the meeting, or upon a motion or amendment to be proposed by themselves, or upon a point of order arising out of debate, but not otherwise.

2.17 CONDUCT OF MEETINGS

- 2.17.1 Whenever the Chairperson rises during any debate any member then speaking or offering to speak shall be seated, and members shall be silent so that the Chairperson may be heard without interruption.
- 2.17.2 No member, or member of the media, may use or be associated with the use of a recording device without the knowledge of the meeting and the consent of the National President.

2.18 POINTS OF ORDER

- 2.18.1 Any member may rise to speak to a point of order upon any breach of these Standing Orders and the member previously speaking shall thereupon be seated and stop speaking.
- 2.18.2 The member rising shall state without explanation precisely the subject matter or the point of order.
- 2.18.3 No point of order shall be raised during the voting on any measure except by permission of the Chairperson.
- 2.18.4 The Chairperson may decide any point of order immediately after it has been raised by any member, or may first hear further argument thereon before deciding. The ruling of the Chairperson upon any point of order shall not be open to any discussion and shall be final.

2.19 VOTING

- 2.19.1 All acts of the Federation shall be done and all questions before the Federation shall be decided at a meeting by the majority of such members as are present and vote thereon.
- 2.19.2 The Chairperson or other person presiding at any meeting shall have a deliberative vote and, in the case of equality of votes, shall have a casting vote also.
- 2.19.3 Any member may abstain from voting and shall have their abstention recorded in the minutes where requested.
- 2.19.4 No member shall vote or take part in the discussion of any matter at any meeting where they, directly or indirectly, have pecuniary interest.

2.19.5 Every member present when any matter is raised where they directly or indirectly have a pecuniary interest therein, apart from any interest in common with the public, shall be under a duty to fully declare any such interest to the meeting.

2.19.6 In all elections to positions within the Federation, the Chairperson shall at the time of declaring the results of the election specify the number of votes recorded for each and every candidate.

3 FINANCIAL REPORTS

3.1 INSPECTION OF FINANCIAL REPORTS

3.1.1 Any member of the Federation may, at any reasonable time, inspect the accounting documents of the Federation and take copies of them.

“Accounting documents”:

(a) Means documents that are prime entries into financial records; and

(b) Includes:

(i) Ledger accounts

(ii) Other records derived from the prime entries irrespective of the form in which they are kept.

3.1.2 The accounts submitted to a national Executive meeting for approval shall, at the beginning of the meeting, be laid on the table for inspection by members.

3.2 USE OF THE COMMON SEAL

3.2.1 The common seal of the Federation shall be held at the National Office of the Federation.

3.2.2 The seal shall not be affixed to any document unless in the manner prescribed in Rule 1 of the Federation, and shall be recorded in the Minutes at the meeting authorising the sealing.

NEW ZEALAND PRINCIPALS' FEDERATION

ANNUAL GENERAL MEETING

Minutes of the 30th Annual General Meeting held in Wellington on 8 April 2011
Michael Fowler Centre, Wellington

STARTING TIME:	3.30 pm
PRESIDENT:	P Simpson
KARAKIA:	T Morgan
IDENTIFICATION OF MEMBERS:	President P Simpson declared that we have a quorum
ACKNOWLEDGEMENT:	Life members attending: T Morgan President P Simpson welcomed new members and overseas visitors
APOLOGIES:	Karen Brice-Gerard, Madeleine East, Gavin Beere MOVED "That the apologies be accepted" AGREED J Hepburn /K Bush
CONFIRMATION OF STANDING ORDERS:	MOVED "That the standing orders be accepted" AGREED P Harding/P Drummond
ADOPTION OF AGENDA:	MOVED "That the agenda be adopted" AGREED P Harding/C Stewart
MINUTES:	MOVED "That the minutes of the 29th Annual General Meeting be confirmed" AGREED P Newman/M Edlin
MATTERS ARISING:	Nil
CORRESPONDENCE:	Nil
PRESIDENT'S REPORT:	President P Simpson Contribution of Geoff Lovegrove over 21 years acknowledged with acclamation Executive service of Jacqui Duncan and Wayne Facer recognised with acclamation One alteration p.23 Queenstown conference July not May MOVED "That the President's report be adopted" AGREED Chair
MEMBERSHIP STATISTICS:	As recorded in the AGM Booklet MOVED "That the membership statistics report be adopted" AGREED E Buutveld/K Bush

FINANCIAL REPORT:

Noted: That the executive committee is investigating the purchase of office space in Wellington for National Office functions and accommodation for the President.

Noted: That a full set of the 2010 financial accounts and a budget for 2011 are available to members through the National Office.

Moved “That the audited financial report, year ended 2010 be adopted” **AGREED** **D Ellery/S Direen**

MOVED “That the firm of Grant Thornton be re-appointed as auditors for the 2011 financial year”
AGREED **D Ellery/ P Harding**

MEMBERSHIP SUBSCRIPTION PROPOSAL:

Discussion on justification for the subscription increase was wide-ranging and covered the following points:

- 2011 budget set at \$40,000 deficit which is not sustainable.
- Significant reductions have been made in expenditure to achieve this budget.
- The 25% increase represents no more than accumulated inflation over the time subscriptions remained unchanged.
- The subscription rates have been set to have the least increase for the most vulnerable schools.
- Important to have sufficient funds to respond to election year demands.
- Important that the Federation demonstrates strong leadership through the election campaign.
- Important that NZPF remains financially strong to fight threats to the profession.
- Reserves are healthy, representing five-six months operating expenditure.
- Noted importance of establishing a building fund for purchase of National Office premises and presidential accommodation in future.
- Noted that should any government policy change result in schools being unable to pay NZPF subscription fees, an alternative system will need to be established.

MOVED “That the annual subscription rates be set as detailed on p.38 of the AGM booklet, to take effect in 2012”
AGREED **D Ellery/G Lovegrove**

GENERAL BUSINESS:

(1) Constitutional Changes

- It was noted that the NZPF constitution has been tested twice in recent times and found to be ambiguous in its guidance.
- The Executive has sought constitutional legal advice to review the constitution.
- The review will be completed with recommendations and presented to the 2012 conference.
- There was a comment from the floor concerning the lack of clarity in the constitution in guiding the process when an executive member resigns.
- It was noted that the executive committee received two legal opinions in respect of how to proceed when an executive member resigns and that these were in conflict.
- It was suggested that the conflict in legal advice should have been communicated to the membership.

(2) RTLB

- It was agreed that there are a number of unresolved issues in respect of the RTLB restructuring process.

MOVED “That issues members have identified concerning the restructuring of the RTLB service be raised at the RTLB Principals’ Working Group”

AGREED Chair

(3) Awards

- NZPF executive allocated ten Don Le Prou awards for 2011
- Three long term service awards were presented to Business Partners in 2010

NEXT ANNUAL GENERAL MEETING:

President P Simpson invited all members to meet in Melbourne on 20 September 2012 for the next Annual General Meeting.

CLOSURE:

T Morgan

The President closed the 30th Annual General Meeting at 4.35 pm

PRESIDENT'S REPORT



This report covers the activities of NZPF for the 2011 year. I want to acknowledge the outstanding work that the NZPF executive accomplished during this year and to thank them, the regional association presidents and the membership for their unfailing support which both Peter Simpson (as President) and myself (as Vice-President) enjoyed. The year was particularly challenging as we faced a general election, a hostile political climate and the February Christchurch earthquake which resulted in the loss of 185 lives. I take this opportunity to extend our deepest sympathy to all the families who lost loved ones in such a shocking and tragic way. The earthquake created some very difficult and conflicting tensions for Peter Simpson. As a Cantabrian his first instinct was to be in Canterbury supporting his family and his colleagues. As newly elected NZPF President, his responsibility was to lead the Federation from the Wellington National Office. I commend Peter for his extraordinary commitment and dedication to serving his colleagues and congratulate him for his unique leadership which not only got NZPF through a most difficult time, but also lifted our profile significantly in the media.

Christchurch

Remarkably, not a single child's life was lost at school when the devastating Christchurch earthquake struck. Every principal of every affected school is to be applauded for ensuring the protection and safety of their children and teachers. As news of the earthquake spread, school principals throughout the country converged to plan a support programme for Canterbury schools. Meanwhile having just stepped back from supporting their West Coast colleagues after the Pike River mining disaster, the Canterbury Primary Principals' Association (CPPA) swung into action yet again to provide immediate support to their own.

An unprecedented national school fundraising effort, co-ordinated by NZPF and CPPA yielded over \$500,000 which was distributed through CPPA to the affected schools of Christchurch. We thank all of those schools for their remarkable efforts. We acknowledge the courage, tenacity and incredible strength that Canterbury principals have demonstrated throughout their ordeal and in particular, note the outstanding leadership and co-ordination of effort which CPPA has provided and continues to provide. The struggle for our Christchurch colleagues is not over. They face uncertainty and unpredictability every day and will continue to need our support for the foreseeable future.

Political Landscape and NZPF Strategy

National standards remained the high profile issue and how they formed the basis for a broader economic agenda for the privatisation of the education sector became increasingly more transparent. Political highlights included:

- 1 The Boards Taking Action Coalition (BTAC), a group co-ordinated by Perry Rush of Island Bay School in Wellington, formed a network of over 500 school boards. These schools stood firmly together in resisting the inclusion of national standards targets in their 2011 charters. It took threats of LSMs and sacking of boards to finally shift these schools to reluctantly comply. Many still insisted on including a disclaimer indicating that they did not support national standards or believe they were a suitable or sustainable assessment tool.
- 2 In good faith NZPF accepted the invitation to attend the first National Standards Sector Advisory Group (NSSAG) meeting. This group was established by the Minister of Education, Hon Anne Tolley. Once it was made clear that the group's agenda was to assist in the implementation of the national standards rather than to review the standards themselves, NZPF withdrew. 94% of NZPF members were calling for a full review of the national standards.

- 3 A vote of 'No Confidence' in the direction that the Government was taking education was almost unanimously supported by 750 principals attending the NZPF national conference in Wellington in April.
- 4 NZPF maintained its position that the national standards are flawed and continued to call for a complete review of them.
- 5 NZPF approached its Te Akatea colleagues to partner them in leading a strategy to help more Māori children especially those in mainstream schools, to learn and succeed as Māori.
- 6 NZPF held a summit in August out of which emerged a set of principles which we believe should underpin all education policy making. I extend our thanks to all the regional presidents who attended the summit and contributed to the principles which now form the basis of the NZPF charter and which formed the rationale for the NZPF election year political manifesto.
- 7 NZPF rewrote NAG2A to allow schools to use multiple forms of assessment, including national standards and unsuccessfully tried to persuade Government to adopt it.
- 8 It was agreed that both nationally and regionally we would work hard at getting positive stories out into the media, particularly those celebrating the NZC and continue to remind the public that NZ's education achievements are up with the very best in the OECD world.
- 9 NZPF embarked successfully on a lobby of all opposition parties to influence their education policies, to seek assurances that their educational positions would be bottom line negotiating positions with any potential coalition partner after the election and to assist MPs to put questions to the Minister in the House.

Politically, the membership continued to experience low morale as the power of the Government's reform agenda began to bed in. The general election results in November gave no hope of a change in direction for education but did herald a new Minister of Education, Hon Hekia Parata and further conservative reform including American-style charter schools on the back of the Government's coalition partner ACT.

Vice-Presidency of NZPF 2011

Due to the resignation of the elected Vice-President, Iain Taylor, the position of Vice-President was appointed from amongst the elected executive members, in accordance with section 12 (j) of the constitution. Paul Drummond was duly appointed and in accordance with section 12 (h) the next highest polling candidate was appointed to the executive committee. Julie Hepburn was subsequently appointed to the position of National Secretary which was formerly held by Paul Drummond.

Te Ariki

With the Ministry of Education funded phase of the Te Ariki professional development project coming to an end in 2010, the Te Ariki Charitable Trust was formed. The Deed of Te Ariki Charitable Trust was endorsed in 2011 by both the NZEI and NZPF executives.

We acknowledge the leadership of Dr David Stewart and congratulate the regional directors of the programme who have worked hard to keep the programme progressing and growing.

We look forward to Te Ariki enjoying a long and successful future. Te Ariki is the only independent PD programme for schools in New Zealand with a focus on continuous evaluation, reflection and practice improvement.

Communications

With the Executive Support Manager position now in place the opportunity arose to use the skills of Liz Hawes to undertake a comprehensive review of all facets of NZPF communications. The result was:

- 1 A complete redesign and re-launch of the NZPF website to include facebook and twitter functions

- 2 A re-evaluation of the NZPF branding to lift it to a higher professional level
- 3 A redesign of the electronic newsletter, the Federation Flyer
- 4 Further upgrading of the design of *NZ Principal* magazine
- 5 The development of a communications strategy
- 6 Refocus and rewriting of the NZPF information brochure
- 7 Media training for the entire executive by Dr Brian Edwards and Judy Callingham
- 8 Closer relations with politicians and heightened awareness by politicians of the NZPF position

With NZPF communications being increasingly professionalised, the organisation attracted more media attention and so could have influence in respect of political lobbying and informing the public.

NZPF Conference - Wellington

The April 2011 conference in Wellington was a tremendous success from the parliamentary Beehive Hall opening to the Michael Fowler Auditorium closing. 750 principals came to hear top international experts including Professor Andy Hargreaves, Professor James Spillane and Professor Yong Zhao. Both President, Peter Simpson and Minister, Anne Tolley addressed the conference after which the attendees called a very well publicised vote of no confidence in the Government's direction for education. The organising committee, led by Liz Millar, is to be congratulated on their outstanding achievement.

Executive Committee

After eight illustrious years of service, Liz Millar has retired from her place on the NZPF executive committee. Liz told the executive that it was time to turn her energies towards professional learning development, the other great love of her life. Her broad professional knowledge, especially in professional leadership, her understanding of Ministry structures and processes and her acute insight kept the executive's professional leadership team, which she managed, always focused. Her knowledge and ability to lift her sights above the micro-level to capture the overview were legendary, but for many it is her sharp wit which executive members miss the most.

The executive committee continued their work and I acknowledge the extra work load of all our office holders and our internal team leaders.

Whilst the President endeavoured to maintain relationships with the Minister of Education, Secretary for Education, Education Review Office and the School Trustees' Association, these relationships became fraught the more we vocalised our opposition to Government policies.

Executive members also endeavoured to maintain their representational roles with other education liaison groups, against diminishing opportunities. We maintained membership services such as Helpline, which continues to experience an increase in traffic.

Finally the executive committee supported other principals in their regions, conducted surveys, wrote submissions and took every opportunity to advocate for principals. The collective work undertaken and the achievements realised are a source of great pride. I extend our appreciation to a very dedicated hard working group.

Staff

Our small staff of Executive Support Manager, Liz Hawes, Office Manager, Jan Franklin and Office Assistant, Susan Veldhuizen is a hard-working team with complementary skills that supports the President's work and ensures efficient delivery of services to members.

NZPF Constitution

Work has progressed on evaluating the NZPF constitution and examining the possibility of incorporating a code of conduct. This will be a long-term project and in light of pending changes to the NZTC may require a broader discussion before decisions are made.

RTLB Service

NZPF took an active part in the debates surrounding the structural changes to the RTLB service this year, turning small RTLB clusters into super clusters and employing managers to be

responsible for each super cluster. I acknowledge especially the work of executive member Phil Palfrey, as our representative for these changes and for keeping the executive well informed of the implications.

Te Akatea

I acknowledge our National Māori Principals' Association Te Akatea and thank them for the opportunity to attend their conference in 2011 and inviting President, Peter Simpson to address the conference. Peter took this opportunity to raise the issue of Māori succeeding as Māori and pledged the support of NZPF for any direction which Te Akatea in the future decides is appropriate for helping Māori children succeed. Peter emphasised the importance of this work being led by the profession with Te Akatea, rather than leaving it up to the Ministry to lead.

Conclusion

Whilst national standards and the attendant threats of league tables and charter schools politically consumed us in 2011, it was the Christchurch earthquake that redefined us. It reminded us that in the end what really matters are people. Peter's abiding memory of the year will be the extraordinary efforts that every school in the country made to contribute to their colleagues in Canterbury. It will be the outstanding offers of generosity to give Canterbury teachers and principals relief when it all became too much; the holiday homes, the morning teas, the student army, the farmy army and the realisation that New Zealanders are unreservedly caring and willing to help each other in tough times.

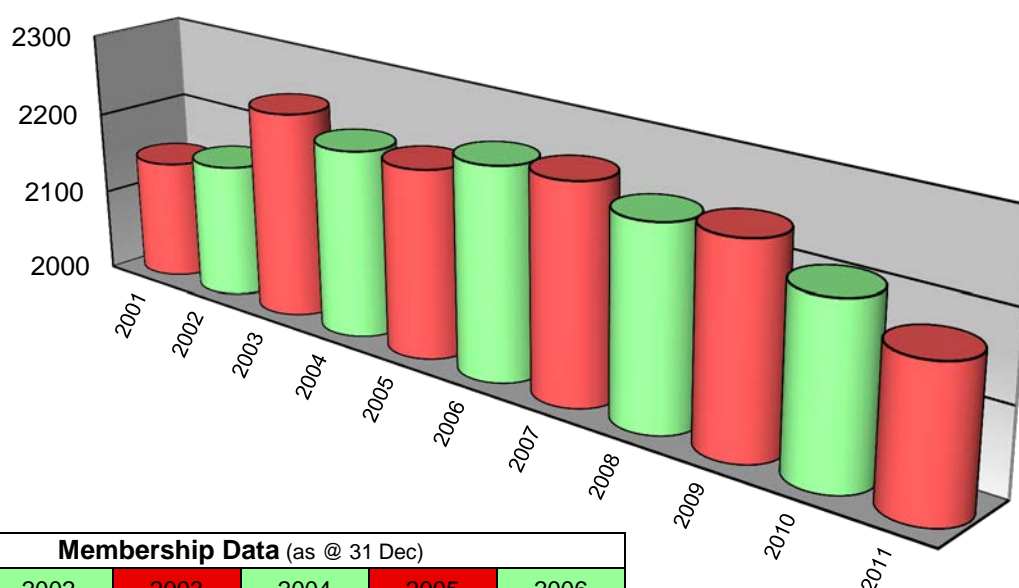
Much progress was made as the media came to see NZPF as the most significant body speaking for principals and Peter is to be commended for his statesmanlike leadership both internally and in the public arena.

2012 will undoubtedly be fraught with the same political agenda that we will find difficult to accommodate. Amidst competing tensions, the challenge will be to find our moral purpose and political will to maintain and if necessary fight for a quality public education system.

Paul Drummond
NZPF President
2012

MEMBERSHIP STATISTICS

MEMBERSHIP NUMBERS



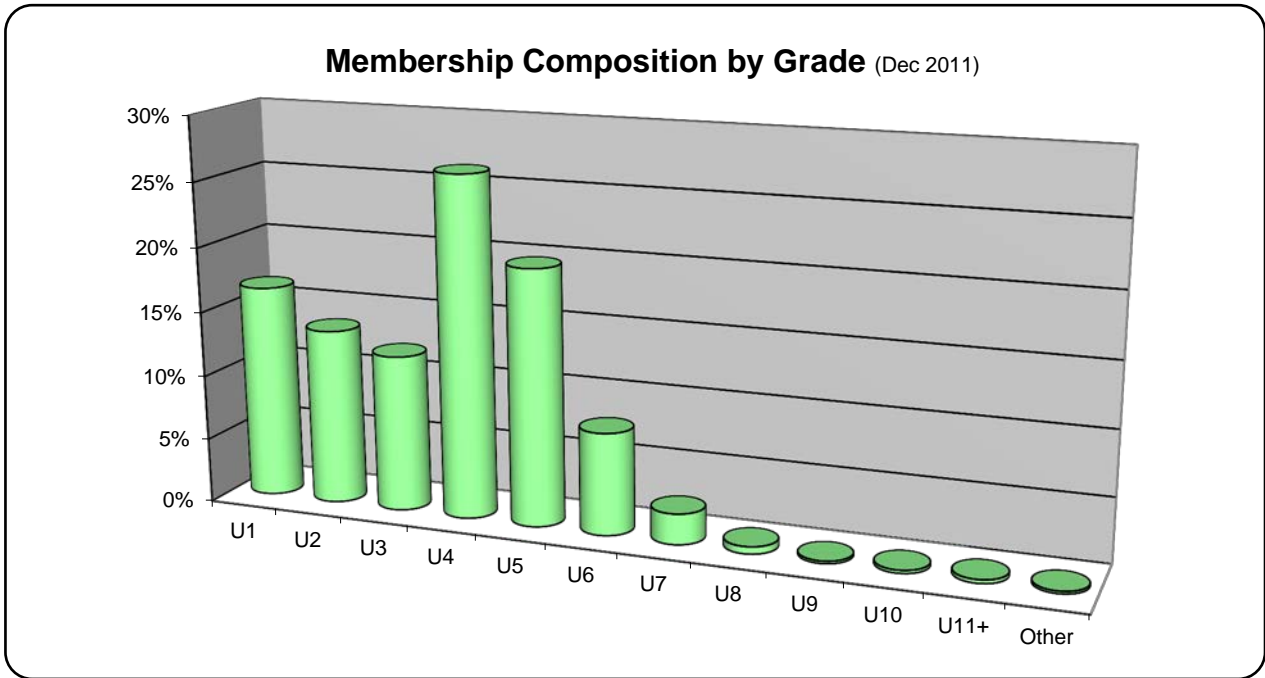
2001	2002	2003	2004	2005	2006
2145	2145	2248	2224	2224	2250
2007	2008	2009	2010	2011	2012
2255	2234	2241	2206	2171	

Comparison 2001 – 2011 ~ Grades as % of Total Membership

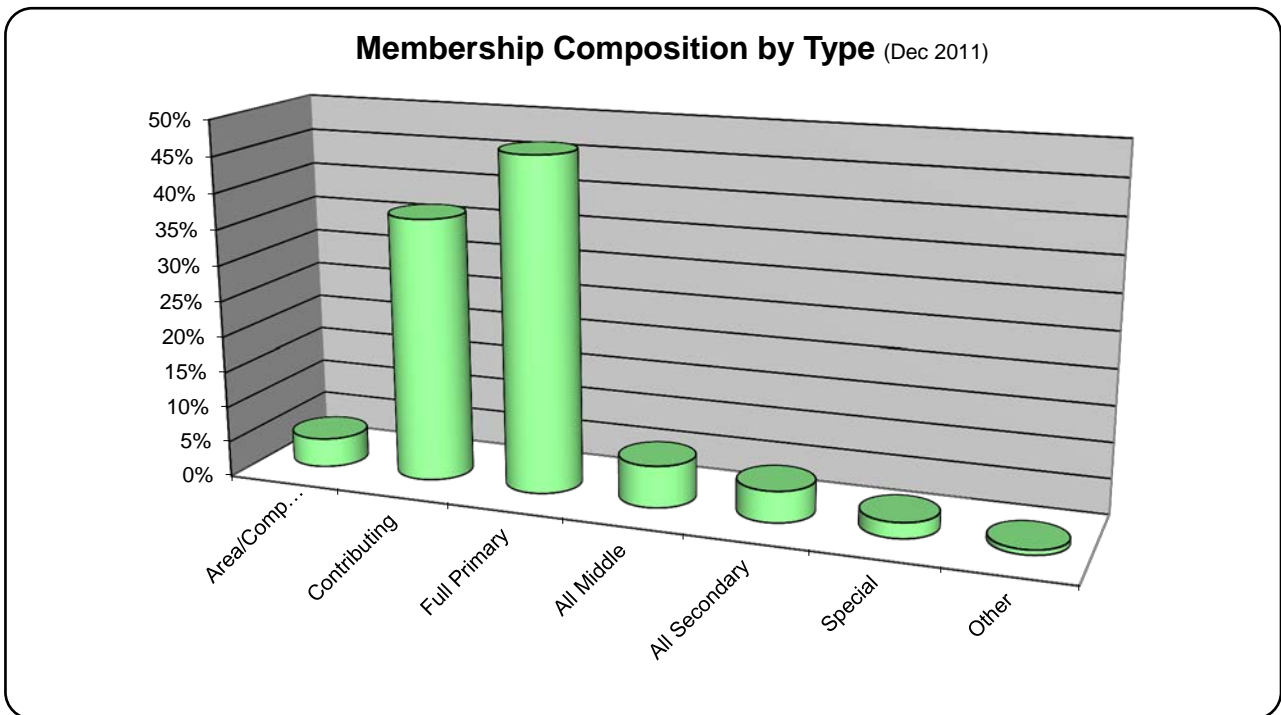
Grade	U 1	U 2	U 3	U 4	U 5	U 6	U 7+	Other	Totals
2001	14%	15%	12%	27%	22%	9%	1%	0%	100%
2002	16%	16%	11%	27%	19%	9%	2%	0%	100%
2003	16%	16%	11%	27%	19%	9%	2%	0%	100%
2004	16%	15%	12%	26%	19%	9%	3%	0%	100%
2005	15%	15%	12%	26%	20%	9%	3%	0%	100%
2006	15%	15%	11%	26%	20%	9%	4%	0%	100%
2007	15%	14%	12%	26%	19%	9%	4%	1%	100%
2008	15%	14%	12%	26%	19%	9%	4%	1%	100%
2009	16%	14%	11%	26%	19%	8%	5%	1%	100%
2010	16%	14%	12%	26%	19%	8%	4%	1%	100%
2011	17%	14%	12%	26%	20%	8%	4%	0%	100%
Members	356	293	261	568	426	170	78	19	2171
Possible	413	327	280	618	484	244	179	26	2571
Percentage	86%	90%	93%	92%	88%	70%	44%	73%	84%
Non Members	57	34	19	50	58	74	101	7	400

Membership

In the table above all types of schools have been included across U grades. These proportions have remained very stable over the years. It is only when types of school are further delineated that some fluctuation seems to occur - particularly secondary schools waiver in their membership numbers. Secondary schools have their own national principals' association (SPANZ) so the proportion of secondary schools belonging to NZPF fluctuates between 25% and 35%. Over the 2010 - 2011 period secondary school membership settled at 28%.



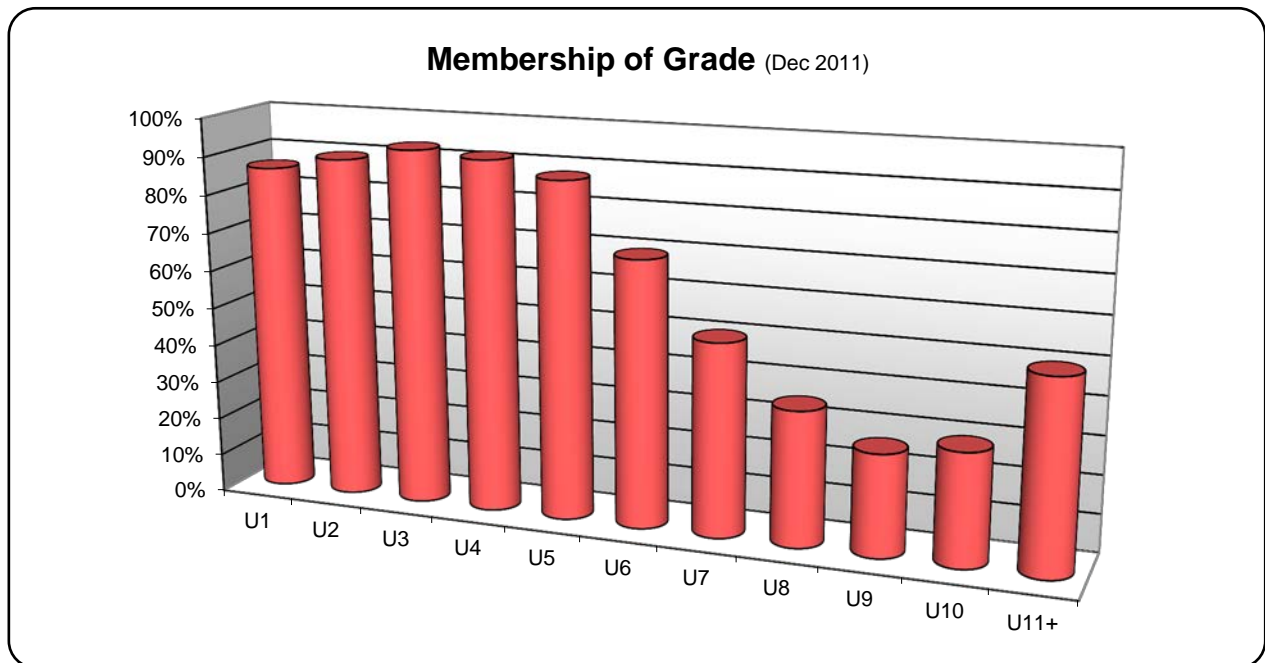
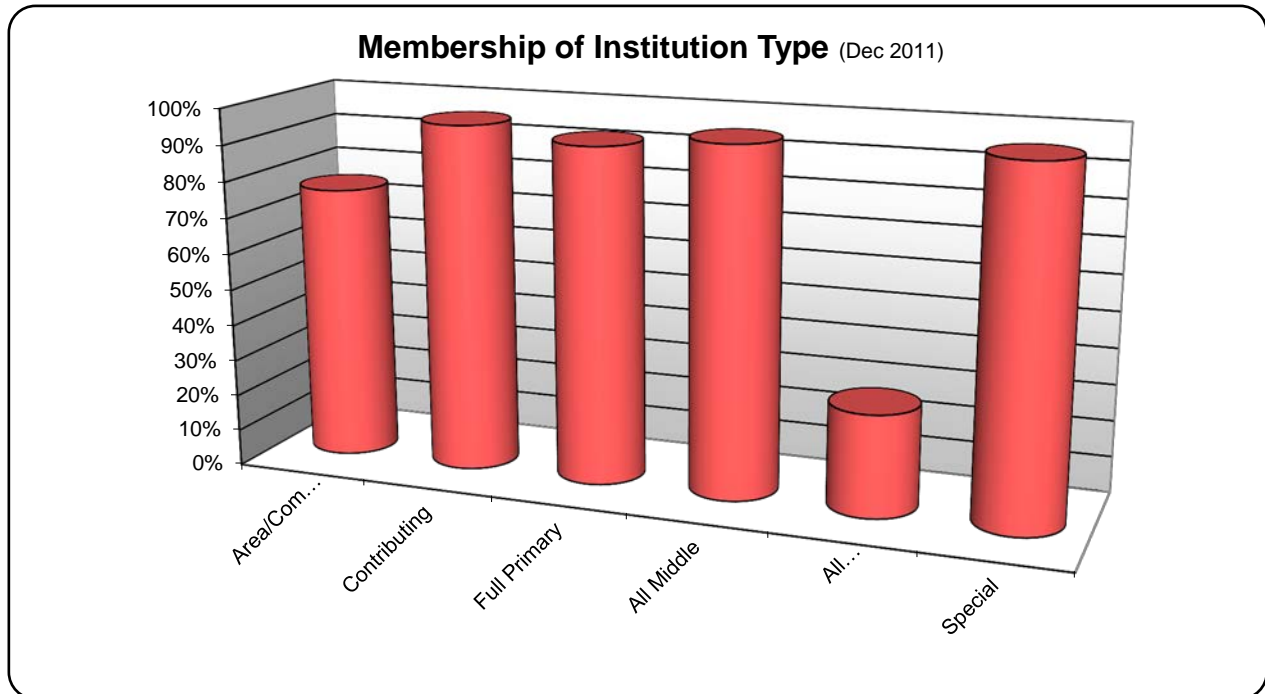
Across all types, 91% of the maximum number of potential members are actual members of NZPF. In the last year there have been increases in three categories including 1% increase in area or composite schools (now 76%), 1% increase in full primary schools (now 93%), 2% increase in special schools (now 96%). A small decrease (1%) was experienced for intermediate schools (down to 95%), and similarly a 1% decrease for contributing schools (now 96%). The shifts are very small. Increases are possibly a reflection of new schools and decreases closed or merged schools. Overall the membership numbers remain very similar to previous years.



The most important responsibility NZPF has is its advocacy role. The NZPF voice is much stronger when the membership level is high. Members can feel confident that when their president is speaking on their behalf, they are being represented as one very influential voice. It is thus important to keep the membership levels high in order to maintain influence, credibility and relevance.

Membership representation as at 31 December 2011...

- 94.7% of New Zealand's primary schools (96% contributing, 95% int/middle, 93% full)
- 96% of special schools
- 76% of area/composite schools
- 28% of secondary schools



<i>Subscription Income (GST Inclusive)</i>											
2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011
\$433 819	\$439 255	\$440 133	\$455 021	\$451 021	\$456 579	\$461 332	\$506 644	\$500 289	\$502 086	\$492 616	\$471 217

NEW ZEALAND PRINCIPALS' FEDERATION

FINANCE REPORT Year Ending 31 December 2011

The 2011 audited accounts of the New Zealand Principals' Federation follow this commentary.

2011 presented extra financial demands on the Federation as we responded to new initiatives in education, however, we have come through the year successfully. The Statement of Financial Position gives an overview of our financial situation compared with 2010. Our net worth was \$817,369. Although the year resulted in a deficit of expenditure over income, our reserves remained in an adequate state and we continued to have a strong asset base. Our working capital of \$530,000 equates to approximately 6 months operating costs and is considered a satisfactory level. The current ratio of 7.0 puts the Federation in good short-term financial standing.

With the support of business partnerships and prudent management of expenditure in 2011, the Federation has been able to extend its operations and respond to membership calls for action over the ongoing challenges to principalship.

The Statement of Financial Performance shows our income and expenditure by category. In 2011 the Federation contracted Education Services Ltd to provide accounting and financial management services. Education Services Ltd has helped to refine and redesign our chart of accounts, to better reflect the operations and goals of the Federation. The overall financial result has been an operating deficit for the year of \$58,466.

Some significant aspects in 2011

- Revenue from subscriptions and business partners decreased by 6% from 2010 to 2011
- Restructuring office organisation/personnel with the employment of an Executive Support Manager and resourcing implications
- Working capital reduced by \$47,500 (for the second consecutive year)
- Non-current asset base remains relatively consistent. Reduced 3.5% (due to depreciation)
- Trading income is reduced as there were fewer activities in 2011
- End of Ariki project funding from MoE

CONCLUSION: Business partners make a significant contribution. We appreciate our partners' ongoing commitment to education and to the work of New Zealand principals, particularly those who have had a long-term loyalty to the Federation. Our Business Partnership Team works hard to maintain excellent relationships with our corporate partners and I thank Gavin Beere, Sally Direen, and Phil Harding for their efforts. Special thanks to Education Services and Office Manager Jan Franklin for their management of our accounts and for ensuring executive members are kept fully informed and up to date with our financial position. Education Services Ltd has provided timely and accurate reports each month and ongoing advice when needed.

We enter 2012 on a sound footing, however, we will need to respond to ongoing challenges to education and the role of the principal. There will be continued demands on our financial resources which will need careful management so that our organisation remains solvent.

Motion: That the audited financial report be adopted

Motion: That the firm of Grant Thornton be re-appointed as auditors of NZPF finances

David Ellery
Finance Convener

Independent Auditor's Report

Audit**Grant Thornton New Zealand Audit**

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To the Members of New Zealand Principals Federation (Inc)**Report on the Financial Statements**

We have audited the financial statements of New Zealand Principals Federation (Inc) on pages 2 to 6, which comprise the Statement of Financial Position as at 31 December 2011, the Statement of Financial Performance, Statement of Movement in Equity for the year then ended, and a summary of significant accounting policies and other explanatory information.

Executive Committee Members' Responsibilities

The executive committee members are responsible for the preparation of financial statements in accordance with generally accepted accounting practice in New Zealand and for such internal control as the committee members determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibilities

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with International Standards on Auditing (New Zealand). Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control.

An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates, as well as evaluating the presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Other than in our capacity as auditor we have no relationship with, or interests in New Zealand Principal Federation (Inc).

Opinion

In our opinion, the financial statements on pages 2 to 6 present fairly, in all material respects, the financial position of New Zealand Principal Federation (Inc) as at 31 December 2011, and its financial performance, for the year then ended in accordance with generally accepted accounting practice in New Zealand.



Grant Thornton New Zealand Audit Partnership
Wellington, New Zealand
13 July 2012

INDEX

**New Zealand Principals Federation
Financial Statements
For the year ended 31 December 2011**

1	Statement of Financial Responsibility
2	Statement of Financial Performance
3	Statement of Movements in Equity
4	Statement of Financial Position
5-6	Notes to the Financial Statements

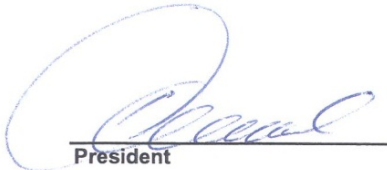
**New Zealand Principals Federation
Statement of Financial Responsibility
For the year ended 31 December 2011**

Statement of Financial Responsibility

The Society accepts responsibility for the preparation of these annual financial statements and the judgements used within.

The Board accepts responsibility for establishing and maintaining a system of internal control designed to provide reasonable assurances as to the integrity and reliability of financial reporting.

In our opinion the annual financial statements for the financial year fairly reflect the financial position and operations of the Society.



President

Treasurer

Dated: 13 10 7 1 2012

**New Zealand Principals Federation
Statement of Financial Performance
For the year ended 31 December 2011**

	2011 Actual	2010 Actual
INCOME		
Membership	471,217	492,616
Trading Income	121,961	291,566
Business Partnerships	279,348	305,705
Ariki Project	63,428	180,622
Interest	26,069	35,094
Other Income	7,996	118,626
Forms	32,681	33,848
	<u>1,002,700</u>	<u>1,458,077</u>
LESS EXPENDITURE		
Trading Expenditure	103,876	187,621
Business Partnerships	1,982	229
Depreciation	13,868	17,051
Infrastructure/operations	332,768	325,010
Leadership	173,245	132,596
Ariki Project	83,928	180,622
Membership Representation	257,930	247,622
International Relations	32,732	37,896
Membership Support	53,473	538,196
Other Expenses	130	13,969
Tax Expense	7,214	10,486
	<u>1,061,146</u>	<u>1,691,298</u>
NET SURPLUS (DEFICIT) FOR YEAR	<u><u>-58,446</u></u>	<u><u>-233,221</u></u>

The notes and statements of accounting policies form part of and are to be read in conjunction with this financial statement.



**New Zealand Principals Federation
Statement of Movements in Equity
For the year ended 31 December 2011**

	2011 Actual	2010 Actual
Equity at the start of the year	875,815	1,109,036
Net surplus (deficit) for the year	<u>-58,446</u>	<u>-233,221</u>
Total recognised revenues and expenses for the year	<u>-58,446</u>	<u>-233,221</u>
Equity at the end of the year	<u><u>817,369</u></u>	<u><u>875,815</u></u>

The notes and statements of accounting policies form part of and are to be read in conjunction with this financial statement.



**New Zealand Principals Federation
Statement of Financial Position
As at 31 December 2011**

	2011	2010
PUBLIC EQUITY	<u>817,369</u>	<u>875,815</u>
PRESENTED BY:		
CURRENT ASSETS		
Cash and Deposits	110,217	116,795
Investments	443,060	435,572
Accounts Receivable	16,584	43,664
Prepayments	12,941	59,677
GST Receivable	0	20,594
Stock	11,431	9,288
Conference Seeding-Grant Melbourne	24,913	0
	<u>619,146</u>	<u>685,590</u>
CURRENT LIABILITIES		
GST Payable	11,376	0
Accounts Payable	65,640	60,998
Income In Advance	5,217	0
ARIKI Project	2,351	45,279
Provision for Taxation	3,881	1,027
	<u>88,465</u>	<u>107,304</u>
WORKING CAPITAL	530,681	578,286
NON-CURRENT ASSETS		
Fixed Assets	286,688	297,529
NET ASSETS	<u>817,369</u>	<u>875,815</u>

The notes and statements of accounting policies form part of and are to be read with conjunction with this financial statement.



**New Zealand Principals Federation
Statements of Accounting Policies
For the year ended 31 December 2011**

The New Zealand Principals' Federation is an incorporated society registered under the Incorporated Societies Act 1908 whose membership is comprised of subscribing schools and whose mission is to provide a professional voice and support for Principals as they lead New Zealand Schools.

The financial statements of the The New Zealand Principals' Federation are a general purpose report of the Boards activities only and have been prepared in accordance with generally accepted accounting practice and the Financial Reporting Act 1993.

i) Measurement System

The accounting principles recognised as appropriate for the measurement and reporting of earnings and financial position on a historical cost basis are followed by this entity.

ii) Specific Account Policies

The following specific accounting policies which materially affect the measurement of financial performance and financial position have been applied:

Fixed Assets and Depreciation

Fixed assets are stated at cost less aggregate depreciation.

Depreciation has been charged on a Diminishing Value basis over the useful life of the assets.

Asset	Rate
Apartment Building	33 years
Computer Equipment	2 - 4 years
Office Equipment	4 - 10 years
Office Furniture	4 - 10 years

Stock on Hand

Stock has been valued at the lower of cost, determined on a first-in first-out basis, and net realisable value, after making due allowance for obsolete or damaged stock. Stock has been valued on a basis consistent to last year.

Accounts Receivable

Accounts receivable is stated at estimated net realisable value.

Grants Received

Grants are matched by accruals basis to the period in which they were accrued.

Goods and Services Tax

New Zealand Principals' Federation is registered for GST and the accounts have been prepared on a GST exclusive basis, except for accounts receivable and accounts payable which are GST inclusive.

Differential Reporting

The New Zealand Principals' Federation qualifies for differential reporting by virtue of its size and lack of public accountability.

Many of the reporting exemptions available under the Framework have been applied.

Changes In Accounting Policy

There have been no changes in accounting policies since the date of the last financial report.



**New Zealand Principals Federation
Notes to the Financial Statements
For the year ended 31 December 2011**

2 Capital Commitments

There are no capital commitments as at 31 December 2011. (2010 Nil)

3 Contingencies

There are no contingent liabilities as at 31 December 2011. (2010 Nil)

A security of \$30,000 is held over the rental agreement.

4 Leasehold Commitments

In June 2011 the Federation signed a new agreement for the lease of their Wellington office space. The amounts outstanding on the agreement as at balance date are as follows:

Due < 1 year	74,324	80,882
Due 2-5 years	<u>130,067</u>	<u>60,662</u>
	<u>204,391</u>	<u>141,544</u>

5 FIXED ASSET	31 December 2011				31 December 2010			
	Cost	Accum depn	Book value	Depn	Cost	Accum depn	Book value	Depn
Land and buildings	250,388	36,851	213,537	3,202	250,388	33,648	216,740	3318
Chattles	1,317	623	694	77	1,317	546	771	86
Furniture and fittings	35,949	18,627	17,322	1,790	34,018	16,839	17,179	1921
Office equipment	25,132	20,419	4,713	1,145	24,036	19,275	4,761	1219
Leasehold improvements	87,210	39,966	47,244	4,959	87,210	35,006	52,204	5480
Computer hardware	64,961	61,857	3,104	2,629	64,961	59,228	5,733	4903
Computer software	<u>5,676</u>	<u>5,602</u>	<u>74</u>	<u>66</u>	<u>5,677</u>	<u>5,536</u>	<u>141</u>	<u>124</u>
	<u>470,633</u>	<u>183,945</u>	<u>286,688</u>	<u>13,868</u>	<u>467,607</u>	<u>170,078</u>	<u>297,529</u>	<u>17,051</u>

6 TAXATION

	2011	2010
Assessable Income from Activities	718	858
Interest Received	24,341	35,094
Less Deduction for Non Profit Status	<u>-1,000</u>	<u>-1,000</u>
Taxable Income After Non Profit Deduction	24,059	34,952
Taxation at 30%	-7,218	-10,485
Opening Taxation Asset/(Liability)	-1,027	-1,269
Refund received/Taxation Paid	0	-6,080
Resident Withholding Tax	<u>4,364</u>	<u>16,807</u>
Closing Taxation Asset/(Liability)	<u>-3,881</u>	<u>-1,027</u>





NEW ZEALAND PRINCIPALS' FEDERATION (INCORPORATED)

Constitution and Rules

(These rules rescind all previous rules)

1 NAME:

The name of the Society shall be '*The New Zealand Principals' Federation Incorporated*'

2 INTERPRETATION:

In these rules, except when a contrary intention appears;

'Federation' means the New Zealand Principals' Federation Incorporated

'AGM' means the Annual General Meeting

'Act' means the Incorporated Societies Act 1908

3 OBJECTS:

The objects of the Federation are to:

- a) Uphold the status of the Principal as the School Leader
- b) Examine the developing needs of its members individually and collectively, and respond appropriately
- c) Promote the development of its members' professional leadership and management skills
- d) Ensure recognition as a Professional organisation actively representing the special interests of its members
- e) Maintain a liaison with kindred organisations
- f) Respect and recognise the Principles of the Treaty of Waitangi in the context of the objects of the Federation

Subject to these rules and to the Act the Federation shall have the rights powers and privileges of a natural person

4 Registered Office:

The Registered Office shall be at such a place in New Zealand as the Executive may from time to time decide.

5 Common Seal:

- a) The Common Seal of the Federation shall be that adopted by the Executive who shall be responsible for its safe custody and control
- b) Whenever the Common Seal of the Federation is required to be affixed to any deed, document or other instrument, the seal shall be affixed pursuant to a resolution of the Executive or of a General Meeting of the Federation, by any two members of the Executive

6 Winding Up:

- a) If New Zealand Principals' Federation shall be dissolved or shall resolve to cease to exist then, notwithstanding any other provision contained within these Rules or Constitution, the residue of any funds, assets, investments or other property vested in the Trustees of the Federation as may remain after payment of all liabilities, costs and expenses shall be disposed of in such a manner and at such time as the National Executive, or such of them as shall remain, may determine after taking into consideration and having regard to any special directions of the Federation, provided however neither the Trustees of the Federation, any member of the Federation, nor any member of an Association directly or indirectly affiliated with the Federation shall benefit directly or indirectly by the disposal of the residue of the aforementioned property but those funds shall be applied to a purpose that is in law a public charitable purpose in New Zealand, and has as its object the improvement of the leadership of Schools in New Zealand.
- b) No benefit or advantage whether or not convertible into money or any income of any kind shall be afforded to, or received, gained, achieved or derived by any of the persons specified in paragraphs (i) to (iv) of the second proviso to section C B 4 (i) (e) of the Income Tax Act 1994, or any enactment in amendment therefore in substitution therefore, where that person is able, by virtue of that capacity as such a person specified therein, in any way (whether directly or indirectly) to determine or to materially influence in any way the determination of, the nature or the amount of that benefit or advantage or that income or the circumstances in which it is or is to be so received, gained, achieved, afforded or derived, except as specifically exempted by that section and save reasonable remuneration for services performed.
- c) Notwithstanding anything in these Rules, no proposed amendment shall be entertained, and no amendment that may be adopted shall have any force or effect, if and in so far as it purports to amend this Rule or to authorise the application to any purpose that is not in law a public charitable purpose in New Zealand of the New Zealand Principals' Federation, or other property that may at any time be vested in the Federation in Trust for a public charitable purpose.

7 Alteration of Constitution:

- a) This constitution may be altered, added to, rescinded or otherwise at an Annual General Meeting provided that 14 days' notice, in writing, has been given to all members, of the proposed changes.
- b) Alterations, additions or decisions shall require a resolution passed by a two thirds majority of those present and voting at the Annual General Meeting of the Federation.
- c) Copies of every such alteration, addition, amendment or decision shall be delivered to the Registrar of Incorporated Societies in accordance with the provisions of the Act.

8 Notices to Members:

Every notice required to be given to members (including members of the Executive) or any one of them shall be deemed to have been delivered if posted in a pre-paid letter addressed to the member at his/her last home address known to the Federation, or if sent by facsimile transmission or email or other technological means to the member's school or last home/email address known to the Federation.

9 Standing Rules:

- a) Standing Rules shall be published annually in any AGM documentation and shall be altered according to the directions stated therein.

- b) Policy and Procedures shall be held at National Office for examination by members and may be altered by resolution of National Executive.

10 Membership:

- a) Grades of Membership

There shall be two Grades of membership

(a1) Full Membership

(a2) Life Membership

- b) Full Members are entitled to all the privileges of the Federation. Full membership is obtained by the payment of the Annual Subscription of the Federation. The due date for Subscriptions is February in each year.
- c) Full members may stand for Election to the National Executive, or nominate and second a candidate for election to National Executive.
- d) Where the subscription is paid by the last day of August in any year, the member will be entitled to vote as provided in clause 12.
- e) Only Principals of schools and educational institutions shall be eligible for membership
- f) Any member wishing to resign from the Federation shall give notice in writing to the Executive to that effect.
- g) The Annual Subscription to the Federation shall be calculated on a differential basis.
- h) Members wishing to dispute the level of subscription charged, may appeal the matter to the National Executive. The decision of the National Executive in deciding the appeal shall be final.
- i) Awards to Members: Life Membership, Associate of NZPF and Service with Distinction will be conferred according to policy and procedures of NZPF.

11 Funds and Properties

- a) The funds, properties and assets of the Federation shall be under the control of the Executive.
- b) All monies received by or on behalf of the Federation shall be banked (and/or invested) to the credit of the Federation in an account with such Bank or Banks as the Executive may from time to time determine.
- c) Any two persons as determined by the Executive may sign and endorse cheques and banking instruments at the direction of the Executive and on behalf of the Federation.
- d) The Executive shall have the power to borrow or raise or give security for money by the issue of or upon bonds, debenture stock, bills of exchange, promissory notes or other obligations or securities of the Executive by mortgage or charge upon all or any part of the property of the Executive or without security and upon terms as to priority or otherwise as the Executive may think fit.
- e) The Federation shall appoint an Auditor for the ensuing year at each Annual General Meeting. Such Auditor shall be a practising member of the New Zealand Society of Accountants.

- f) The record of the accounts and reports on NZPF finance shall be available at NZPF National Office.

12 Election of National Executive:

- a) The President of the Federation shall be elected annually by a secret ballot of full members. Their release from school duties for that period of time shall be negotiated with their Board of Trustees.
- b) The office of Immediate Past President shall be held by the outgoing President of the Federation. If that person shall not be available for appointment, the National Executive shall allocate the position to an otherwise qualified member of the Federation.
- c) A Vice-President shall be elected annually by a secret ballot of full members.
- d) Twelve members, to be known as National Executive, shall be elected annually by a secret ballot of full members.
- e) The newly elected National Executive shall appoint members from amongst their number to positions of responsibility including;
- National Secretary - who will be overseeing the recording and keeping of all minutes of all Annual, General and other meetings and proceedings as directed by policies and procedures of the Federation and shall oversee the process for the election of the National Executive.
 - Finance Convener - who will be responsible for ensuring that systems are in place for the receiving, recording and banking of all monies received by the Federation, paying all amounts as approved by the Executive; ensuring that each year a Budget for the Income and Expenditure of the funds of the Federation is introduced, discussed and accepted; ensuring that accurate records of the financial transactions of the Federation are kept and arranging for final accounts to be prepared for presentation to the Annual General Meeting.
- f) Any member of the National Executive who:
- i) Gives notice of resignation in writing; or
 - ii) Absents him/herself from three (3) consecutive meetings of the National Executive without leave or sufficient reason; or
 - iii) Dies, or ceases to be a member of the Federation as defined in this constitution
 - iv) Becomes Bankrupt or is convicted of any Indictable Offence as defined by the Crimes Act 1961 and its subsequent amendments; or
 - v) Becomes mentally disordered or a protected person in terms of the Personal and Property Rights Act 1988;

Shall ipso facto cease to be a member of the National Executive and his/her position for the balance of her/his term shall be filled by the National Executive in the manner hereinafter provided.

- g) Where a vacancy occurs in National Executive within a period of three calendar months from the date of calling for Nominations for the Executive Positions, the National Executive may decide whether to fill the position, or to await the next regular election.

- h) If the position to be filled is that of one of the twelve Executive Members, the Executive shall appoint the next Highest Polling Candidate at the last Election or where there is no next highest polling candidate, the Executive may at its discretion co-opt a member for the unexpired term of office.
- i) Where the position vacant is that of President, the Executive shall appoint the Immediate Past President to fill the unexpired term.
- j) Where the positions of Immediate Past President or Vice President become vacant at any time, the Executive may appoint an Executive member to fill the role from amongst their own number and the Executive may appoint one of their number to fill each role and may co-opt a replacement Executive member in accordance with rule 12(h).
- k) All newly elected National Executive will commence duties on the first day of the calendar year.

13 Duties of Elected Officers

- a) **President**
The President shall be the Chief Spokesperson and administrative leader of the Federation. She/he shall be ex officio a member of any committee or sub-committee set up by the Federation or the Executive. The President or nominee shall be entitled to represent the Federation at such conferences or meetings as directed in policy and procedures.
- b) **Immediate Past-President**
She/he shall act as an assistant to the President
- c) **Vice-President**
She/he shall act as an assistant to the President

14 Powers of the Executive

Except as provided by these rules the Executive may regulate its own procedures

15 Meetings

- a) Meetings shall be conducted according to Standing Rules.
- b) Eight elected members shall be a quorum at all meetings of the Executive.
- c) At all Meetings of the Executive, the President, or in her/his absence, the Vice President shall take the Chair and in the absence of both, the Immediate Past President. The Chairperson shall have one deliberative and one casting vote. Each member of the Executive present shall have one vote. Voting shall be by show of hands unless otherwise called for and agreed to by a majority at the meeting.
- d) A special meeting of the Executive shall be held within one month of the receipt by the President of a notice, signed by at least six members of the Executive, calling for such a meeting.
- e) General Meetings or Referenda may be called at any time by the Executive and shall otherwise be called by the Secretary upon the requisition in writing of one hundred (100) members of the Federation stating the purpose for which the meeting or Referendum is required and any meeting or Referendum shall be held within two months of the date of such requisition.

- f) The Secretary shall give at least twenty one (21) days' notice to all members of the holding of a General Meeting or Referendum and such notice shall specify the nature of the business to be transacted or poll to be taken.

16 AGM

- a) The AGM will be held in conjunction with the Annual Conference
- b) The AGM will be conducted according to policy and procedure following a mandatory 21 days' notice to members
- c) The purpose of the AGM is to be as follows:
 - i) To receive reports and audited balance sheet and statement of accounts for the preceding year
 - ii) To consider and conduct such other business as may properly be brought forward
 - iii) To consider resolutions from members

17 The Annual Conference of the Federation

- a) The NZPF Annual Conference will be organised according to policy and procedure as directed by National Executive
- b) All proposals for hosting future conferences must be submitted three months prior to any Annual Meeting to the National Executive, who will consider the proposals, decide on the venue/association, and announce the decision at the earliest opportunity.

This '**Constitution and Rules**' was adopted at the Annual General Meeting of the New Zealand Principals' Federation (Incorporated) held in Queenstown in July 2010.

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